

**PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)
NIH – CONTRACT**

RFTOP#: 141

Title: NIDA - Data Management, Analysis and Logistical Support of Scientific Meetings

Part 1 – Request for Contract (TO) Proposals:

A. Point of Contact Name:

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Proposal Submission Address:

Procurement Section, COB, DEA
National Heart, Lung, and Blood Institute
National Institutes of Health
Rockledge Building 2, Suite 6042
6701 Rockledge Drive
Bethesda, Maryland 20892-7902

Billing Address:

Accounts Payable, OFM, NIH
Bldg 31, Room B1B39
Bethesda, Maryland 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE:

One (1) year from date of award with two (2) additional twelve (12) month option periods.

C. PRICING METHOD:

Cost Plus Fixed Fee method is desired. The estimated level of effort for each year is as follows:

LABOR CATEGORY	DIRECT LABOR HOURS		
	Base Year	1 st Option Period	2 nd Option Period
Project Director	600	600	600
Senior Science Writer	400	400	400
Editor	300	300	300
Data Analyst	150	150	150
Logistical Support Manager	350	350	350
Administrative Support	400	400	400
GRAND TOTAL, Direct Labor Hours	2,200	2,200	2,200

D. PROPOSAL INSTRUCTIONS:

Technical Proposals. Technical proposals should be no longer than thirty (30) pages and must be submitted to the POC at the address specified above. Proposals shall be in hard copy with an original and three (3) copies of the technical proposal and an original and three (3) copies of the cost proposal. Offerors must also submit a signed contract form (last page of the RFTOP) with their proposal. In order to meet the proposal response date and time, firms may submit proposals electronically via e-mail to CurryJ@nhlbi.nih.gov referencing the RFTOP number and the name of firm in the subject line, or via facsimile. However, hard copies must be received not later than the close of business on the next day.

A detailed work plan must be submitted indicating how each aspect of the statement of work is to be accomplished. The technical approach should be as detailed as necessary to fully explain the proposed technical approach or method. The technical plan should reflect a clear understanding of the nature of the work being undertaken. The technical plan must include information on how the project is to be organized, staffed, and managed. Information should be provided to demonstrate the offeror's understanding and management of important events or tasks.

Plans, which merely offer to conduct a program in accordance with the requirements of the government's scope of work, will not be eligible for further consideration. The offeror must submit an explanation of the proposed technical approach in conjunction with the tasks to be performed in achieving the project objectives.

Cost/Business Proposals. The business proposal must contain sufficient information to allow the government to perform a basic analysis of the proposed cost or price of the

work. This information shall include the amounts of the basic elements of the proposed cost or price. These elements will include, as applicable, direct labor, fringe benefits, travel materials, subcontracts, purchased parts, shipping, indirect costs and rate, fee, and profit. The contractor may use the direct labor hour estimates in their proposal. The offeror's proposal must fully document and justify increases or decreases in the estimate of the direct labor hours.

Request for Clarifications. All requests for RFTOP clarifications must be submitted by Monday, July 7, 2003, at 4:00 p.m. Requests for clarifications are to be submitted electronically to the Contract Specialist/Contracting Officer cited in Part I, paragraph A. above. Responses will be provided electronically to all Offerors by 4:00 p.m. Friday, July 21, 2003.

Proposal Intent. Upon review of the RFTOP, your intent to submit or not to submit a proposal is requested. Your intent may be furnished electronically to the Contract Specialist/Contracting Officer cited in Part I, paragraph A. above. YOUR EXPRESSION OF INTENT IS NOT BINDING BUT WILL GREATLY ASSIST US IN PLANNING FOR PROPOSAL EVALUATION.

E. RESPONSE DUE DATE:

Proposal responses are due, Monday, August 4, 2003, at 4:00 p.m., local prevailing time.

F. TASK DESCRIPTION:

1. BACKGROUND INFORMATION AND OBJECTIVES

A. Background Information

The National Institute on Drug Abuse (NIDA), a component of the National Institutes of Health, is the lead Federal agency for research on drug abuse and addiction. NIDA's mission is to lead the Nation in bringing the power of science to bear on drug abuse and addiction.

There is currently a mechanism in place to allow NIDA's Center on AIDS and other Medical Consequences of Drug Abuse (CAMCODA) to provide data management/analysis and logistical support of scientific meetings on HIV/AIDS and other medical consequences of drug abuse in drug-using populations. The current contract will expire on September 30, 2003. The proposed contract will focus solely on the activities as described in support of CAMCODA programmatic efforts.

CAMCODA is responsible for the coordination of HIV/AIDS-related research activities within and across NIDA components; collaboration with NIDA components on issues concerning HIV/AIDS and other medical, health, behavioral, and developmental consequences of drug abuse; development and administration of a national and international program of research on drug abuse and its medical consequences,

including HIV/AIDS and other infectious diseases; information exchange and dissemination concerning research findings on drug abuse, HIV/AIDS, and other sexually transmitted and blood-borne infectious diseases.

B. Objectives

This contract will provide for data management/analysis and logistical support of scientific meetings on HIV/AIDS and other medical consequences of drug abuse in drug-using populations. Data management/analysis and logistical support activities related to scientific meetings will provide an infrastructure for communication, information exchange, and domestic and international collaborations on new and emerging research issues in the epidemiology, prevention, and treatment of HIV/AIDS, hepatitis B (HBV), hepatitis C (HCV), and other sexually transmitted diseases (STDs) and co-morbid conditions among drug users.

Specifically, the contractor will provide data management/analysis of research, prevention, and treatment findings on HIV/AIDS and other medical consequences of drug abuse, including process and outcome evaluation activities as directed by the NIDA Project Officer, and logistical support of domestic and international meetings on the epidemiology, prevention, and treatment of HIV/AIDS and other blood-borne and infectious diseases among injecting and non-injecting drug users and their sexual partners.

II. SERVICES TO BE PERFORMED

A. General Requirements

1. Independently, and not as an agent of the government, the contractor shall furnish all necessary labor, materials, supplies, equipment, and services (except as otherwise specified herein) and perform the work set forth below.
2. The government Project Officer shall monitor all work under this contract.

B. Specific Requirements

Task 1. Orientation Meeting and Contract Work Plan

Subtask 1a. Contractor shall develop a detailed Work Plan, which shall be submitted at meeting between the Contractor and the NIDA/CAMCODA Project Officer in an Orientation Meeting to review project objectives and planning efforts, including data management/analysis activities and logistical support of scientific meetings and other goals and objectives. The NIDA Project Officer's review and approval will be submitted within five (5) working days after receipt.

The Work Plan should include but need not be limited to a list of the

functions and a point of contact for each function.

Subtask 1b. Beginning with the Orientation Meeting, the Contractor shall, on an ongoing, monthly basis (or more frequently as necessary) submit to the Project Officer by e-mail a status report of assigned activities, accomplishments, potential problems, and action items.

Subtask 1c. The contractor shall, on a quarterly basis, develop and submit quarterly progress reports to the Project Officer consisting of a summary of all completed tasks, the status of ongoing and outstanding efforts, problems encountered, recommended solutions, and cost implications.

Task 2. Data Management/Analysis

Subtask 2 a. The Contractor shall provide a data analyst, experienced in qualitative and quantitative research methods and statistical techniques, to analyze existing public use datasets or conduct secondary data analysis of existing/published national and international data reports as determined by the NIDA Project Officer. Analytical reports shall include an introduction, objectives of the analysis, database description, methods, results, discussion, and references. Examples of topics for analysis include comparative studies of drug user characteristics and risks for HIV/AIDS and other infectious diseases; analysis of drug use and HIV/AIDS within and across diverse geographic regions and locations, analysis of social/risk network affiliations, or of different types of HIV prevention interventions and their relative effectiveness, sustainability, and costs and analyses of HIV/AIDS, viral hepatitis, and other blood-borne and infectious diseases and consequences of drug abuse; and behavioral science research.

Subtask 2 b. Data management/analysis may also include literature reference searches using on-line database resources such as the National Library of Medicine's (NLM) Medline. Scientific information retrievals shall result in the development of summaries based on research findings. The summary reports will range between 5 to 10 pages in length, be in Microsoft Word format, and follow the editorial requirements outlined in the U.S. Government Printing Office (GPO) Style Manual.

Task 3. Logistical Support for Scientific Meetings

Subtask 3a. The Contractor shall provide logistical support to CAMCODA in all necessary aspects and arrangements for scientific meetings. Up to a total of ten (10) 2 – 2 _ day domestic or international scientific working meetings, symposia, research synthesis conferences, or workshops (consisting of 12-15 research experts) will be held annually on new and emerging research issues in the epidemiology, prevention, and treatment of HIV/AIDS and other medical consequences of drug abuse.

Approximately 8 domestic scientific meetings are to be held in the Washington, D.C./greater metropolitan area (unless it is determined to be more cost effective to move the meeting to another location). Up to 2 international scientific meetings are to be held in locations to be determined, but may include sites in Central/South America, Eastern Europe, Southeast Asia, or India. The domestic and international scientific working meetings are planned in support of new and emerging research issues in the epidemiology, prevention, and treatment of HIV/AIDS and other medical consequences of drug abuse, either as stand-alone working meetings of between 12 -15 research experts or as larger satellite meetings to scientific conferences. In addition, symposia or workshops (of between 12-15 research experts) are planned within larger scientific conferences (e.g., the annual meetings of the College on Problems of Drug Dependence [CPDD], the American Public Health Association [APHA], the American Psychological Association [APA], the Infectious Disease Society of America [IDSA], the International AIDS Conference [IAS], and the Global Research Network on HIV Prevention in Drug-Using Populations [GRN]).

Two of the 10 domestic or international meetings will be planned as larger 2 _ day research synthesis or scientific symposia/conferences of 100 - 150 attendees (up to 25 non-Federal participants/speakers would be supported by this Contract).

Subtask 3 b. In conjunction with each meeting, the contractor shall prepare and submit for Project Officer approval 30 days in advance of such meeting, a final detailed Meeting Budget (inclusive of all estimated costs such as travel, per diem, honorarium, audio-visual costs, and working luncheons).

Subtask 3c. Logistical support of scientific meetings includes support and assistance to the Project Officer in: planning the meeting; inviting meeting participants; procuring meeting locations; arranging coffee services for the meeting; establishing and posting meeting information on a website; arranging voice amplification systems, audiovisual and tape recording/transcription of meeting sessions; arranging for on-site duplication services; creating and mailing/e-mailing notices and information about meetings and registration procedures; preparing and reproducing meeting announcements, posters, tent cards, and other notification materials; developing meeting agenda; preparing on-site informational packets for participants containing a meeting agenda, program, name badge, and list of participants with addresses, telephone numbers, e-mails, and affiliations; confirming meeting attendance; reservation assistance for hotel accommodations and the meeting space/s; arranging airline and/or ground transportation for non-Federal meeting participants at least 10 working days prior to the date of departure; and, in accordance with

Federal travel allowances, providing reimbursements for travel, per diem, and honoraria to non-Federal meeting participants within 30 days after a request or invoice for expenses is received. The contractor shall pay honoraria of a minimum of \$250.00 per day for each day of actual work at a meeting to those individuals (consultants) identified by the Project Officer as eligible to receive honoraria.

Subtask 3c(1). The contractor shall provide logistical, administrative, and technical support before, during, and after meetings, including the preparation, editing, reproduction, and distribution (by mail or e-mail) of meeting agendas, programs, minutes, action items, outcome recommendations/decisions, summary reports, abstracts and papers, visual and narrative documents, and other meeting documentation to the Project Officer and meeting attendees, as directed by the Project Officer. The Contractor shall also develop visual and narrative documents for CAMCODA presentations at meetings and provide necessary support (compiling, editing, formatting, and typesetting) of meeting presentations for publication as a report, as proceedings, as a special issue or supplement to a scientific journal, or as individual papers in peer-reviewed journals, in accordance with the Project Officer.

Subtask 3c(2). The contractor shall prepare, produce, and distribute before the meeting all necessary materials, such as background papers, general correspondence, agendas, visual aids, abstracts, and reports required in the conduct and follow-up of the meetings. All materials identified by the Project Officer as essential for the meeting shall be provided to the Project Officer at least 14 days prior to the meeting date. Upon approval of the materials, those deemed essential by the Project Officer shall be delivered to meeting attendees at least 10 days in advance of each meeting.

The contractor shall provide sufficient staff for performing on-site meeting support functions at all meetings identified by the Project Officer as requiring such support, including secretarial, message handling, meeting note preparation, summaries and action items, recording/transcribing, audio-visual support, and other activities as requested by the Project Officer.

Task 4. Report Documentation, Scientific Publication, and Graphic Arts Support

The contractor shall provide services related to report documentation, scientific publications, and graphic arts support, including scientific/research writing, editing, proofreading, typesetting, and final publications support.

Schedules and documentation/materials related to the following services

and activities shall be determined in coordination with the Project Officer:

- * Review, edit, proofread, and perform library research as needed for all phases of report preparation and publication;
- * Provide graphics support for publications activities, to include graphics development, as well as preparation of slides, viewgraphs, and other visual aids, document preparation, and report design, including covers, tabs, and layouts for scientific meetings;
- * Provide peer-reviewed journal publication assistance, including journal print specification, charts and graphs, correspondence with journal editors, proofreading of galleys, and preparation of camera-ready copy for final printing; and
- * Develop and maintain a complete inventory of all Contract-related summary reports, bibliographies, papers, documentation, scientific meeting materials, slides, viewgraphs, visual aids, and other materials for reproduction and distribution as needed, in accordance with the Project Officer.

Subtask 4a. The Contractor shall provide a senior science writer to prepare reports, articles, brochures, and other documents from outlines or draft materials provided by the NIDA Project Officer, notes taken by the science writer during science meetings, and from transcriptions of presentations at scientific meetings. The science writer will provide the NIDA Project Officer with a rough draft for review prior to completion of the final draft. A final draft shall be submitted to the NIDA Project Officer. The science writer or an editor shall be responsible for final copy editing and proofreading. The finished product shall be submitted to the NIDA Task Officer (in hardcopy and on a 3-1/2 inch or 100 MB Zip diskette in Word 97 or Word 2000 format, or CD ROM, for final approval. It is anticipated that up to ten (10) scientific meeting agendas consisting of (8) domestic or international working meetings of 12-15 scientific presenters and 2 major scientific forums of 100-150 attendees will be developed. Meeting summaries should also be prepared for each of the above (not to exceed 5 pages for larger forums and 3 pages for scientific working meetings). Approximately six (6) major scientific meeting 'Proceedings' documents are planned to be printed as administrative reports and four (4) scientific journal articles of 1-8 pages stemming from the other scientific meetings, forums, symposia, are to be developed for submission to a refereed scientific journal.

Subtask 4b. The Contractor shall provide an editor to edit documentation. In some cases, the NIDA Project Officer shall submit narratives as rough drafts and the editor shall be responsible for editing and condensing, as necessary, to provide a final draft for review by the Project Officer. In other instances, basic copy editing for correct grammar and clarity shall be required. In all cases, final copy editing and proofreading shall be required. It is estimated that up to six (6) meeting

reports or proceedings documents of 100-150 pages each and four (4) meeting reports/proceedings documents of approximately twenty (20) pages in length shall require editing services. The edited document shall be submitted to the NIDA Project Officer (in hardcopy and on a 3 _ inch or 100 MB Zip diskette in Word 97 format) for final review and approval.

Task 5. Scientific Information Retrieval

Subtask 5a. The contractor shall provide literature reviews using on-line database resources such as NLM's Medline system. The reviews shall include citation information, abstract if available through the search system, and subject (MESH) headings as coded by the search system. It is estimated that up to seven (7) literature reviews will be required during the year. The Contractor shall submit the literature review to the Project Officer for approval within three (3) working days after the request is made.

Subtask 5b. The contractor shall be required, as requested by the NIDA Project Officer, to produce hard copy of articles, notes, editorials, and chapters printed in medical, scientific, policy and research journals, books, periodicals housed in the NLM, Library of Congress or other specialized libraries and provide copyright information as requested. It is estimated that up to twenty-five (25) articles shall be requested during the year. Hard copies of the articles shall be submitted to the Project Officer within three (3) working days after the request is made.

Task 6. Monthly Reports

The contractor shall prepare and submit on a monthly basis, a report itemizing all services and/or products delivered, including specifics on consultant services used, dates, daily rates, etc.

Task 7. Annual Reports

The contractor shall prepare and submit on an annual basis, a report itemizing all services and/or products delivered, including specifics on consultant services used, dates, daily rates, etc.

C. DELIVERY SCHEDULE

Item No.	Description	Quantity	Delivery Date	Point of Delivery

1.	Work Plan	1	15 calendar days after contract award	PO
2.	Editing/Writing Services a. Science Writing 1. First Draft 2. Final Draft 3. Final Copy Hard Copy Word 97 format b. Editing 1. First Draft 2. Final Draft	1 1 2 1 1 1	TBD As Requested TBD TBD TBD TBD	PO
3.	Reports/Scientific Publications and Graphic Arts Support	2	TBD	PO
4.	Scientific Information Retrieval a. Literature Review b. Hard copy of articles	1 1	3 calendar days after request 3 calendar days after request	PO
5.	Monthly Reports	2	15 calendar days after end of each month	CO / PO
6.	Annual Report	5	30 calendar days after end of each Contract year	CO / PO

PO = Project Officer CO = Contracting Officer

G. EVALUATION FACTORS:

Your proposal shall be evaluated on the likelihood of meeting the Government's objectives. The evaluation shall be based on the technical and administrative capabilities in relation to the needs of the project/task and the reasonableness of costs shown in relation to the work to be performed. The following criteria are those that shall be applied in the evaluation of your technical proposal. The assigned weight of each factor is shown below:

1. Understanding the Project – 25 points

The offeror's understanding of the project will be assessed on how thoroughly the proposal demonstrates an understanding of the goals of the project, the relationship of these goals to the Institute mission and a knowledge of the structure under which the required tasks take place.

The proposal will be evaluated on how thoroughly the proposal addresses the tasks to be performed, the interrelationship and the separateness of the five major parts and various tasks under these parts.

The proposal will be evaluated on the ability to demonstrate how various tasks can be carried out simultaneously, the likely sequence of events for any task and an understanding of the barriers that might arise. The offeror needs to identify back up systems that can be accessed, if needed.

2. Approach – 30 points

The offeror's technical approach will be evaluated on how clearly it addresses the issues of producing data analysis plans and findings and efficiently arranging for logistical support and technical services of domestic and international science meetings. Awareness of promptness in the completion of tasks and adherence to a timeline is a critical element of the evaluation of the offeror's technical approach.

The proposal will further be evaluated on the technical basis for the development of materials for data analysis plans and reports, written reports, ability to make cost-effective arrangements for science meetings, on-line information retrieval, and working relationships with consultants.

3. Management Plan – 10 points

The proposed plan will be evaluated on the basis of detailed outlines of staffing patterns and staff hours per deliverables, provision for quality control activities, appropriate sequencing of tasks by staff, and clear lines of responsibility within the contractors office and between the contractor and the project officer.

4. **Key Personnel – 20 points**

The key personnel assigned to this project will be qualified on the basis of resumes which reflect competence for specific tasks such as project director, science writer/editor and sample resumes of expert consultants in HIV/AIDS, and other sexually transmitted and blood-borne infectious diseases and other medical, health, behavioral, and developmental consequences of drug abuse. The proposal will be evaluated on the degree to which the proposed personnel and consultants are equal to the tasks of the project.

5. **Facility – 15 points**

The proposed plan will be evaluated on the availability of adequate facilities to accomplish the tasks outlined in the scope of work. These include access to on-line computing capability, duplicating, word processing, scientific data retrieval, graphics capability and production of audio-visual materials for on time completion of the tasks outlined.

6. **Cost**

Price is not a weighed evaluation factor. A basic analysis of the proposed cost or price of the work will be performed to determine the relative merits of the offeror's proposal and in selecting the offeror whose proposal is considered to offer the best value to the Government. The cost proposal shall include the amounts of the basic elements of the proposed cost or price. These elements will include, as applicable, direct labor, fringe benefits, travel, materials, subcontracts, purchased parts shipping, indirect costs and rate, fee, and profit.

TO # NICS-141

PICS TITLE: NIDA - Data Management, Analysis, and Logistical Support of Scientific Meetings

PART II – CONTRACTOR’S REPLY: CONTRACT # 263-01-D-0_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: _____
Signature Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

RECOMMENDED:

FAX # Signature - Project Officer Date

APPROVED:

FAX # Signature - Contracting Officer Date

NIH APPROVAL – CONTRACTOR SHALL NOT EXCEED THE LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: _____
FAX 301-435-6101 Signature -Anthony M. Revenis, J.D., NIH-PICS Coordinator Date